

The City of Valley, Alabama has a Full-time opening for the following:

Business License Clerk

Responsible for Processing, preparing and issuing Business Licenses, Contractor Quarterly Taxes, collects appropriate fees, maintain filing system, records transactions.

Minimum Qualifications :

- High School diploma or equivalent education
- Associates Degree and/or at least two years of college education.

Salary Range: Salary will be based on the applicable education and experience of the selected candidate.

Interested parties should forward a current resume, and completed application to rbutts@cityofvalley.com or dropped off at Valley City Hall, 20 Fob James Drive, Valley, Alabama no later than 5:00 p.m. Eastern Time on Friday, February 24th. Applications can be picked up at City Hall or online at Cityofvalley.com. The complete job description can be obtained by rbutts@cityofvalley.com.

The City of Valley is an equal opportunity employer.